

SECRET

Approved For Release 2006/11/13 : Case No. A75-00399R000100070126-1

CONTROL NO.

REPORTS INVENTORY					
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (if a fill-in report include Form No.) CAPER - List G - Status of Other Cases in Process in Investigations Division				2. TYPE OF REPORT	STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)	
		LOGISTICS	<input checked="" type="checkbox"/> SECURITY		
		MEDICAL	FINANCE		
4. NO. OF COPIES PREPARED 1--on 20th of month 4--at end of month		5. FREQUENCY (weekly, monthly, quarterly, etc.) twice each month		6. DISTRIBUTION (No. of components not number of copies) 1--on 20th of the month 4--at end of the month	
7. FORMAT (memorandum, form computer print-out, etc.) Computer Print-Out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. NO 580		9. DIRECTIVE AUTHORITY REQUIRING REPORT <input type="checkbox"/> (Basic policy statement) 25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR & CD		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched Cards (SR & CD)			
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
PUNCHED CARDS NUMBER					
		COST EACH			
	389	.05	19.45	12	350.10
B. COSTS OF COMPUTER PRODUCED REPORTS					
PAGES	COST PER PAGE				
38 (Single Copy)	.05		1.90	24	45.60
152 (Multicopy)	.03		4.56	24	109.44
TOTAL COSTS PER YEAR				\$505.14	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.					
A listing of Other Cases pending in the Investigations Division, with date each case was opened in ID. List is used to validate manual records which, in turn, are used to validate the computer listing.					
14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.				ESTIMATED SAVINGS MAN-HOURS DOLLARS 25X1	
15. DATE OF INVENTORY 8 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Sgt. [redacted] Office / Section Analyst		18. EXTENSION	

25X1

FORM 142

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(22-36-43)